

APPCIOS

Privacy Notice

Introduction

This is the privacy notice covering the activities of The Association for Psychodynamic Practice and Counselling in Organisational Settings, hereafter called APPCIOS.

This privacy notice is intended to comply with the General Data Protection Regulations, henceforth referred to as GDPR. You can find more information on these regulations at the Information Commissioner's Office

Our contact information is:

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APPCIOS is a company limited by guarantee : Reg. No: 8071974

APPCIOS is registered under the Data Protection Act 1998.

This page was last updated on 17th May 2019 and the information set out here is in force from that date.

Any subsequent changes to any of the information set out here will be posted on this website

How much of your data do we keep, why do we keep it, and on what legal basis do we do so ?

APPCIOS has three major functions.

APPCIOS is a networking and sharing organisation. You may provide us with information such as biographies and contact details and possibly case studies, papers and other matter for discussion. Some information, such as a register of full members, will be shared with the public. Some information will be restricted to other members but it is not possible for us to police these members and prevent them from sharing the information to others. Posting information onto our website is the equivalent of posting in onto a noticeboard. It is your responsibility to maintain the appropriate confidentiality. We keep and share this information because you have given it to us for that purpose and consented to us doing so.

We store and use (“process”) the contact and professional details of APPCIOS members as part of our membership records, and of regular visitors to this Site its hosting organisation, because it is necessary to fulfil our contract with you as members of a professional organisation, and to provide security for everyone using the Site. We need to communicate with you and we may also take bank and payment details to receive subscriptions, webinar fees, etc.

APPCIOS is also an accrediting and training organisation. If or when you become a member of APPCIOS you may supply us with information about yourself such as a CV and a personal statement. You may also be interviewed as part of the membership assessment procedure and we may keep a record of this interview. If you have a mentor they may keep notes about you. This may be shared among senior members of the organisation.

APPCIOS is a member organisation of the BPC which maintains a register of members approved by the Professional Standards Authority. We have a legitimate interest in this data in order to run and maintain a professional organisation and we may also need to address complaints. Under some circumstances we may have the legal duty to share this information with regulatory or other authorities.

APPCIOS also hosts a Site that provides networking and learning opportunities to regular visitors who have created an account with us in order to access the facilities available via the Site.

How do we gather your data?

Most information we receive comes in the form of letters, emails or documents that you submit to us.

Other routes by which we may gather your personal data include:

- Sign-up forms, buttons or surveys, both offline and online,
- When you visit a digital website or service we are operating,
- If you make a donation or other payment to us, and
- Cookies placed on your device(s) and tracking pixels.

This gathering of data includes both data you directly supply, such as by sending it to us or by filling out a form, and also data provided when you interact with one of the services we operate digitally, such as the IP address, browser type and operating system of the device used.

The data gathered via surveys and forms may include special category data, such as whether or not you are male or female, a member of any particular organisation or of an ethnic group. Such data may also come from you posting a comment in which you choose to reveal such information, e.g. “As a member of the BPC, I disagree with your claim that...”

What we may do with your personal data

We use personal data you provide to keep you informed about our views, activities and communicate other news and information which we think you will find of interest. This final category focuses heavily, but not exclusively, on information about Psychotherapy and Organisational Dynamics

We may also use your personal data to process donations or payments (such as to attend a webinar) that you make to us.

We may use your data to enable you to contact and interact with other members of APPCIOS and other professionals.

We may tailor the content supplied to you based on personal data you have previously provided and may also use the data to ensure the security of our website, learning site and other systems and to apply a comment moderation policy.

Special Category Data

The GDPR creates a category of Special Category Data which, put briefly, is sensitive personal data, including such matters as, race; ethnic origin; politics; religion; trade union membership; genetics; biometrics (where used for ID purposes); health; sex life; or sexual orientation.

Any special category data you have given us will only be used for the purposes of analysing the results of the surveys or forms used to gather it, and to provide direct follow-up to any points raised in those answers, unless the data is contained in a comment that you have chosen to submit for publication, in which case it may be published.

In addition, special category information including information on health and criminal convictions, volunteered by APPCIOS members or about APPCIOS members obtained from other parties (such as in the context of a complaint), may be stored and used in order to decide suitability for membership or any other restrictions or penalties in connection with membership, ethical or other complaints.

How will we contact you?

The routes via which we may contact you include:

- Telephone or post (if you have provided your phone number or postal address),
- Email (if you have provided an email address),
- Facebook Messenger (if you have subscribed to a Messenger Bot or otherwise we have permission to message you),
- RSS feeds (if you have subscribed to one or more of them),
- Website notifications (if you have subscribed to them),
- Via publishing content on webpages.
- Online advertising (if you have provided information or taken actions that permit us to target advertising at you, such as by liking a Facebook page, visiting one of our websites and accepting cookies or providing your email address).

Sharing and storing data

We will not share your data with anyone outside APPCIOS except:

- Data which you have submitted for publication as part of our networking and communications function.
- If required to do so by law (for example, by the police with appropriate legal authority).
- If we have first asked for, and been given, your permission to do so.

Data shared with third parties

A service provider (such as a Webinar leader or mentor) will only have personal data passed to them if they have undertaken to comply with the terms of this privacy statement and with the terms of the GDPR generally.

Electronic data shared with third parties on the web or on social media

We may share data with third parties if we are using third party services to deliver one of the methods of communication set out above, such as to send you emails (eg: we currently use Mailchimp to send out newsletters).

Some of the service providers mentioned above (eg: Mailchimp) may store personal data outside the E.U. and these providers will only be used in this way if the transfer of data outside the E.U. is done in accordance with Chapter V of GDPR. (You can read more about the safeguards involved [on the Information Commissioner's website here.](#))

If you choose to interact with one of our profiles or pages on a social network, such as Facebook or Twitter, that interaction may result in personal data being shared with us by the social network operating under its own legal contract with yourself.

Our sites do not at present but may, in the future, display adverts served up by services such as Google and MessageSpace. If you choose to interact with the adverts, such as by accepting cookies from them or by clicking on an advert, then your personal data may be processed by them, subject to their own privacy policies.

Withdrawing your consent

You may at any time withdraw the consent you have given for us to process personal data from you.

You may do so by:

- Telephone or post: by responding to the message from us, or by emailing info@appcios.com
- Email: via the unsubscribe link included in emails or by emailing info@appcios.com
- Facebook Messenger Bot: via the normal unsubscribe menu option, details of which are provided in the messages sent to this list,
- RSS feeds: by unsubscribing from the RSS feed in the application used to subscribe to it,
- Website notifications: via the normal unsubscribe/block settings for such notifications in your web browser,
- Online advertising: by blocking either all ads or just the ads from ourselves using the options provided by the relevant advertising network, such as the option in Facebook to block all ads from the APPCIOS Facebook page; you can also request via info@appcios.com that we do not use your email address for targeting adverts via features such as Facebook's custom audiences or Twitter's tailored audiences,
- Cookies and tracking pixels: by blocking one or more of the cookies and tracking pixels that our site(s) would otherwise place.

Cookies and tracking pixels

Our site(s) may place cookies and tracking pixels on the device from which you are accessing them. The emails we send out may also use a tracking pixel.

To find out more about what cookies are, [see this article from the BBC](#). To find out more about what tracking pixels are, [see this article from Digiday](#).

The site(s) provide information about this privacy policy when you first visit them and they respect requests to block cookies, such as via the cookie options

in your web browser. If you do not wish to accept any cookies from our sites, and have already accepted the initial cookie message on first visiting, please adjust your settings accordingly. You can also use the setting in your email service/program to block the tracking pixels in emails.

The site(s) use cookies and/or tracking pixels for the following purposes (full details can be found by clicking on the links, including what anonymous, pseudonymous and/or personally identifiable data they gather):

- Collecting anonymous usage data for [Google Analytics](#) and for [WordPress Statistics from Automattic](#),
- Providing embedded videos from platforms such as [YouTube](#) and [Vimeo](#),
- Displaying advertisements, which may be personalised – no personal data is reported to us and their use of your personal data is subject to their own privacy policies with no functionality or content of the sites unavailable if you do not accept advertising cookies,
- Operating affiliate links, with no personal data reported to us,
- Integrating with services from [Twitter](#) and from Facebook, including [the Facebook Pixel](#), the [Facebook Connect service](#) and the [Facebook Social Graph service](#) – this may include targeting content (including advertising) on those social networks at people who have visited a site,
- Analysing website visits from email subscribers using [MailChimp](#),
- Publishing web notifications using [OneSignal](#),
- Remembering whether or not you have seen and accepted the privacy pop up message on visiting the site, and
- Servicing any requests that you make (e.g. to remember your details when you post a comment).

If you want to find out more about any individual cookies that any one of our sites use, please either email info@appcios.com or [install a tool such as Ghostery](#), which provides detailed information about cookies on all the sites you visit.

Retention of data

We may keep some information as we have a legitimate interest in maintaining membership data for legal and other reasons. This may include retaining data after you have made an unsubscribe or similar request to ensure that you are not subsequently sent information by mistake and to protect against, for example, malicious attempts to add you to lists you do not wish to be a member of.

Other data which is not special category data will be retained as long as it is required to accurately deliver information to you by the means set out above and to meet regulatory requirements (e.g. for tax purposes).

Personal data which you provide via cookies will be retained for no more than two years.

Special category data will not be retained for longer than five years.

We will keep the retention of data under continuous review and when we believe we no longer have a legitimate interest in keeping it, it will be destroyed.

You can, in addition, exercise your legal rights for data to be deleted if you wish.

Anonymous aggregate statistics may be retained when personal data is deleted.

Your legal rights

GDPR provides the following rights for individuals:

- The right to be informed,
- The right of access,
- The right to rectification,
- The right to erasure,
- The right to restrict processing,
- The right to data portability,

- The right to object and
- Rights in relation to automated decision making and profiling.

You can [find out details of what these rights cover and how to exercise them here](#).

If you have a complaint of a query, you can raise it with our data control officer via info@appcios.com or, if appropriate, [contact the regulator, the Information Commissioner](#).

Sponsored content and affiliates

We may occasionally run sponsored posts. All of these are labelled as such in the post and only express views we freely and genuinely hold.

In all cases, these third parties do not supply any of your personal data to us and if you choose to provide any personal data to them via their systems, you should contact them direct for details of their privacy policies and information on how to opt out from their systems.

Comment moderation policy

Comments on our site are very welcome. We may moderate comments based on whether they are polite, whether they are really from who they say they are, whether they are on topic (so please take care to post your comment on the right post) and whether they add something to the discussion rather than, for example, being a repetition of what has already been said.

You don't have to agree with us, and indeed comments that point out errors are particularly welcome.

Thank you for reading this policy. We are happy to consider any criticism or suggestions.